

ACCOUNTANT

DEFINITION

To perform professional accounting, analysis, and maintenance of budget, revenues, expenditures, assets, liabilities, fund equities, and other financial records; to conduct audits and perform special projects; to assist in budget preparation and revenue estimates; to plan, analyze, and recommend changes in accounting and auditing systems; and to do related work as required.

DISTINGUISHING CHARACTERICS

This is the full journey level class in the Accountant series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Associate Accountant in that the latter performs advanced journey level work requiring a high level of independence and specialized knowledge and is generally assigned the more complex and difficult work projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

May exercise technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Prepare, analyze, and reconcile a variety of financial statements.

Prepare and review bank reconciliation for City's general and payroll accounts.

Review monthly investment reports.

Prepare and record special transaction reports and journal entries.

Implement internal controls to ensure the accuracy of fixed asset records.

Conduct departmental or business audits and prepare reports regarding findings.

Review City and other related entities' audit reports.

Assist in special projects as assigned.

Develop and recommend improvements to expedite work and improve accuracy.

Assist in budget preparation and revenue estimates.

Review records of original entries.

Post transactions to general ledger.

May oversee accounts receivable, accounts payable, and payroll functions.

Prepare correspondence and memorandums as needed.

Provide information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules, and procedures.

Organize and maintain various files; type correspondence, reports, forms, and other financial documents.

Exercise discretion in dealing with confidential matters and perform with a great deal of autonomy.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles, practices, and procedures.

Principles of governmental accounting, budgeting, and public finance.

Reporting laws and requirements of various state and federal agencies, insurance, and financial firms.

Principles and practices of training, assigning, and reviewing the work of others.

Principles and practices of conflict resolution.

Basic business data processing principles and applications.

Modern office practices and procedures; computer equipment, and software applications related to assignment.

Financial mathematics.

English usage, spelling, grammar, and punctuation.

Ability to:

Prepare, analyze, and reconcile financial records and statements.

Prepare written reports and make recommendations.

Conduct departmental or business audits.

Lead, assign, train, and review the work of others.

Exercise good judgment in the application and interpretation of policy, regulations, and procedures related to assignment.

Provide technical assistance in specialized procedures to departmental personnel; train and assist other staff as necessary.

Prioritize work, coordinate several activities, and follow up as required.

Operate standard office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional accounting, preferably with a government agency. Lead accountant experience desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in accounting, finance, or related field.

PHYSICAL DEMANDS

Ability to sit for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use keyboard to communicate through written means; and to lift and carry weight of 15-pounds or less for varying periods of time; see in the normal vision range with or without correction; hear in the normal range with or without correction.

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